Block 50

QUICK REFERENCE GUIDE

Perform this procedure when you have received a Block 50 Worklist item in your Universal Worklist in the KHRIS Self-Service Center.

Please note that Block 50 payments are automatically generated for eligible employees and must be paid when accurate and due. This process is in place allowing for agency awareness of these payments as they occur as well as: 1.) deferral of the payment (instead of payout) if the employee completed the necessary steps in advance of the payment, 2.) timesheet corrections should an error have been made, and 3.) position correction if the position is ineligible and was not set-up properly.

Worklist in Portal

Use the worklist to process any block 50s.

Prerequisites:

- **Employee must be active in KHRIS**
- **You must have access to the employee**
- **Employee must be eligible for Block 50**
- **Employee must have meet/exceeded the threshold of 240 compensatory hours during pay period**

Log in to the KHRIS Portal

Click the **Worklist** button next click the **refresh** button to ensure data is current

Click **Block 50 Processing**

Select the employee(s) to process and click the appropriate process button (**Pay, Defer, Correct**)

To pay the employee click pay button

To defer part of the payment (if the employee contacted Deferred Compensation and completed the necessary paperwork) you would need to click defer button,

- Enter the deferral amount on InfoType 0015 (for assistance please see the QRG for entering one time deduction/payment)

To correct click the correct button, then correct the information on the timesheet that was entered incorrectly.

To close the information window click the **green check**